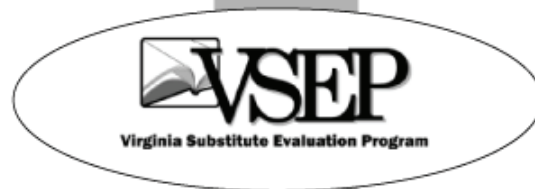


# **Frequently Asked Questions**

## **Virginia Substitute Evaluation Program**



## Virginia Substitute Evaluation Program

### Frequently Asked Questions by Teachers

#### **Q1. What kind of student would take the VSEP?**

The VSEP is an appropriate assessment for students with disabilities who have an IEP. The typical student with disabilities who is eligible for the VSEP has a current IEP and needs accommodations that fall outside those allowed for the administration of the paper and pencil or online formats of the Standards of Learning (SOL) test.

#### **Q2. In which grade level and content areas can the VSEP be used as an alternative to the SOL assessments?**

The VSEP is available for students with disabilities for any course for which there is an end-of-course SOL assessment. It is also available for students in grades 9-12 who need the grade 8 numeracy and/or literacy certification required to earn a modified standard diploma.

#### **Q3. What forms should be submitted before we can begin collecting evidence for a VSEP?**

The *Intent to Submit a Substitute Evaluation Plan* and the *Evaluation Plan Submission Form* must be submitted to the Virginia Department of Education, Division of Student Assessment and School Improvement. The plan will be marked approved, denied, or pending receipt of additional information. Once the plan has been approved, evidence may be collected for the student's Course Work Compilation (CWC).

#### **Q4. Can students use accommodations on VSEP evidence?**

Yes. A student may submit evidence using accommodations as specified within the student's current IEP. Those accommodations should be noted in Section III of the *Intent to Submit a Substitute Evaluation Form*.

#### **Q5. Collecting samples of work for students submitting a VSEP takes a great deal of effort. Why do teachers have to prepare a Course Work Compilation for this assessment?**

Collecting work samples and student products is a routine part of the ongoing instructional process. Although additional work is required to plan, organize, and prepare the CWC for submission, the VSEP provides students with disabilities a method of demonstrating their knowledge of SOL content through non-traditional means. Given the broad range of methods available to students participating in the VSEP, a course work compilation is the most flexible and efficient method for examining student performance.

#### **Q6. What supporting documentation must be submitted with the Course Work Compilation?**

The *Evaluation Plan Approval/Denial Form* and a completed and signed *Course Work Compilation Submission Cover Sheet and Affidavit* must be included in each CWC. Also, each item of evidence should have a completed SEI Tag.

#### **Q7. Can the VSEP Course Work Compilation be reviewed by parents and other school personnel?**

Yes. The Course Work Compilation is available for review and feedback by the student, parents, and other school personnel as needed.

## Virginia Substitute Evaluation Program

### Frequently Asked Questions by Teachers

#### **Q8. How is the VSEP scored?**

The testing contractor will select and train scorers to review the submitted CWC. Scorers will consist of individuals who are familiar with the course content area being assessed and the characteristics of the submitting students. Scorers will focus on the content area being assessed and the evidence presented within the CWC. Evidence in the CWC **MUST** demonstrate the required SOL content identified in the test blueprint for the area being assessed and the level of the student's individual achievement.

#### **Q9. What are VSEP appeals and resubmissions?**

The primary purpose of the appeals process is to provide an additional step to ensure that the score assigned to the student's CWC is an accurate representation of the student's achievement. A school division may request that a student's CWC score be appealed if the student received a failing score **AND** there is evidence that the CWC should have received a higher score. Evidence requires that at least two division staff members who are familiar with the VSEP rubric review the CWC and agree that it should have received a higher score.

The purpose of resubmissions is to allow a student who failed a course evaluation submission using the VSEP to retake/resubmit another VSEP CWC, based on current SOL policies regarding retakes. Students are required to resubmit the entire CWC, to include additional evidence for standards where the scores were not successful.